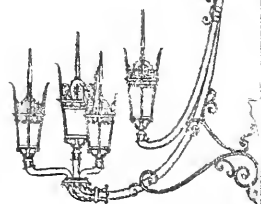


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# Boston

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*For Boston*

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### HIGHLIGHTS

- o Boston for Boston is a commitment by the City of Boston and Boston's real estate developers to give Boston residents the first opportunity at 15,000 new jobs over the next five years.
- o At the request of Mayor Flynn, developers representing nineteen of Boston's largest downtown projects formulated Boston for Boston, an employment initiative which will ensure that Boston residents directly benefit from the many new employment opportunities generated by downtown growth.
- o The developers have entered into a Memorandum of Understanding with the City and have pledged to use their good faith efforts to include Boston residents within their own workforce
- o The participating developers have also entered into a First Source Agreement with the City agreeing that in filling positions, they will look to the Boston Job Exchange first before embarking on a broader recruitment effort and will encourage their tenants to do the same.
- o A goal of 50% Boston residents, including minorities and women as they are represented in the city's population, has been set by the developers for new hires.
- o "Boston for Boston", an employment services guide has been created to assist participating developers and their tenants in their search for qualified personnel. Each tenant upon moving into a downtown project will receive a copy of "Boston for Boston" and will be encouraged by the developer to use it as a resource.
- o The Mayor's Office of Jobs and Community Services has assigned a Project Manager to work closely with each developer on an ongoing basis to ensure the success of the plan.

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Mayor's Office of Jobs and Community Services  
15 Beacon Street  
Boston, MA 02108

(617) 720-4300

### Boston for Boston Background

- \* The Boston for Boston agreement was crafted by Boston's real estate development community, the Mayor's Office of Jobs and Community Services and the Boston Redevelopment Authority, at the request of Mayor Raymond L. Flynn.

The agreement was based on three assumptions:

1. The current downtown building boom will result in the creation of new jobs that employers must fill.
2. Job training funds have been contributed by the developers through the Mayor's linkage policy and should be used when possible to train people for newly created jobs.
3. There are Boston residents who are currently not in the labor force, are unemployed or underemployed who, given access and information, would take advantage of job training for new jobs.

The Boston for Boston agreement also fulfills the requirements of a developer's DIPP agreement with the Boston Redevelopment Authority which states that the developer will formulate a plan for ensuring that Boston residents gain access to 50% of the new jobs resulting from the development project.



How many new jobs will actually be created as a result of the current and planned development projects

The new jobs projections were based on recent surveys of newly tenanted office buildings. The results show that approximately 15% of the jobs in newly tenanted buildings are actually "new" jobs. The current and planned development projects will create approximately 30,000 new jobs over the next five years. Approximately 15,000 will be targeted to Boston residents.

Is the Boston for Boston plan required for developers and their tenants?

No. Boston for Boston is a voluntary program. However, every developer with a signed DIPP agreement has agreed to participate at this date.

Will tenants of the building be receptive to the plan?

Part of the process of developing Boston for Boston included interviewing tenants of new buildings. The results were extremely encouraging. Every tenant who was interviewed expressed an interest in participating in something like Boston for Boston if it was made available to them.

Is Boston for Boston only available to the developers who have signed a DIPP agreement

Yes. If the plan is successful we will consider making the services and resources available to other Boston employers. One of the reasons that Boston for Boston can be successful is because developers are making funds available to provide job training and education.

How will Boston residents be recruited for job training and other job programs?

The Mayor's Office of Jobs and Community Services, in conjunction with neighborhood based agencies, will open seven neighborhood Jobstops where neighborhood residents can find out about jobs, job training, education, financial aid, day care, receive job counseling, basic assessment and assistance with resume preparation and job interviewing skills. An extensive outreach and public advertising campaign will be conducted to get the word out about new jobs and job training.





Mayor's Office of Jobs and Community Services  
15 Beacon Street  
Boston, MA 02108

(617) 720-4300

## JOBSTARTS

In order to increase access to jobs, job training, and education for youth, the Mayor's Office of Jobs and Community Services is seeking ways to provide ongoing outreach to unemployed or underemployed Boston residents. We have been working with community-based organizations and agencies to open seven neighborhood JobStarts. These JobStarts are:

- \* Operated in conjunction with a neighborhood-based agency or business.
- \* Located in a public or private facility where there is a lot of natural foot traffic, i.e., a neighborhood-based agency, DES, welfare office, public housing development, or branch bank.
- \* Staffed by job counselors and placement specialists.
- \* Offering services including: resume preparation, job counselling, interviewing skills, referrals to job training, education and financial aid.
- \* Teamed up with one or two non-profit agencies or businesses in a neighborhood to create a facility which meets the needs of the specific neighborhood. Not all JobStarts are run the same way.
- \* Staffed by up to three organizers and outreach workers to recruit residents for job training and counseling. Community Schools' outreach workers are also responsible for referring young people to the JobStarts.
- \* Neighborhood-based and located depending on: community interest and support; available space in a public or private facility; underemployment and unemployment statistics; and other demographic statistics.



# The Boston Globe

MONDAY, FEBRUARY 9, 1987

14 THE BOSTON GLOBE MONDAY, FEBRUARY 9, 1987

## The Boston Globe

*Founded 1872*

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*Editor*

*Editor*

JOHN I. TAYLOR, 1963-1975

L. L. WINSHIP, 1955-1965

THOMAS WINSHIP, 1965-1984

## Breaking the job barrier

A happy combination of a strong economy, continued construction of office space and an imaginative program for job training offers Boston an opportunity to crack the nagging problem of high unemployment among young adults. Success will require persistence by all parties, public and private, but the potential rewards to everyone involved will more than justify every extra effort to meet the objectives.

The city's "Boston for Boston" project uses a partnership between real estate developers and municipal agencies in the hope that half the 30,000 jobs expected to be created over the next five years will be captured for residents of the city.

As a practical matter, the metropolitan area is a full-employment economy, with many personnel needs of employers going unmet despite the fact that there are pockets of high unemployment, particularly among inner-city minorities and other low-income groups. Employers are increasingly willing to take on unskilled employees, to train them for specific tasks and even to support remedial

education for improving language and arithmetic skills.

The city, through its Office of Jobs and Community Services, has undertaken to search out unemployed or underemployed persons, guide them to training programs and match them with job opportunities opening up in the rapidly expanding stock of commercial office space. Nine prominent development companies have already committed themselves to promoting the city program among prospective tenants in their properties.

Although the city does not make participation in the program mandatory, it does require that developers offer information about it to tenants and encourage them to take part.

The program's most encouraging aspect is its potential for bringing into the work force thousands of young adults now left behind by inadequate education and a sense of exclusion from the rising prosperity of the region. If "Boston for Boston" succeeds in breaking that barrier, an enormous step will have been taken in overcoming an intractable problem.





# The Boston Herald

WEATHER

TODAY: Mostly sunny  
High in the 30s  
TOMORROW: Cloudy  
High in the 30s  
Details on Page 26

TODAY'S TV: Page 43

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Wednesday February 11, 1987

24 The Boston Herald, Wednesday, February 11, 1987

## The Boston Herald

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ALAN S. EISNER,  
Managing Editor

PHILIP BUNTON,  
Sunday Editor

RACHELLE COHEN,  
Editorial Page Editor

## The job pipeline

IT'S not often that the city can strike a deal with private real estate developers and have everyone come out feeling like a winner. But that seems to be the case in the "Boston for Boston" agreement signed this week with just about all of the city's major developers.

The goal of the voluntary plan is to have some 15,000 new jobs that are expected to be created within the city over the next five years go to qualified city residents.

The city, using linkage money paid by developers, will contract for job training services and serve as a conduit for those newly trained workers seeking employment.

The developers will not only look to such city residents when they hire their own staffs, but will also attempt to enlist their tenants in the project.

The developers who have signed on see it as yet an-

other service they can provide to their tenants—in this virtual full-employment economy it is no easy task to come up with entry level workers. So instead of paying bounties to workers who bring in prospective employees or using any of the other gimmicks firms have used in the past, these developers have agreed to give the city a shot at providing those employees.

The developers and their tenants get workers, the developers also know that the linkage money they have put up for job training is coming back to them as a benefit, and the city's unemployed get a shot at sharing in the prosperity of our booming downtown.

And if the good times stop rolling? Well, say both city officials and developers, the system is still in place, and a pipeline for good workers is a valuable asset in any economy.



# Boston Business Journal

the Six Number Fifty One

February 16, 1987

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18 / Boston Business Journal / February 16, 1987

## Boston Business Journal

393 D Street, Boston, MA 02210

Robert C. Bergenheim, Publisher

Geoffrey W. Gevalt, Editor

Robert C. Bergenheim Jr., Contoller

## Good ideas

Last week, we were invited over to City Hall for a discussion about a new job training and employment program aimed at filling positions in the city's new downtown office projects. We were amply rewarded for our time.

In attendance were Kristen McCormack and Neil Sullivan of the Mayor's Office, Richard Lundgren of Hunneman Commercial Co., Joseph Breitenicher of Beacon Management and attorney Myrna Putziger.

The program, called Boston for Boston, warrants our full support.

Using money from the city's linkage program (assessments of new developments for jobs and housing), the city and developers of the new office projects have found a way, to combine the mayor's goal of employing more city residents and the goal of businesses of finding good, well-trained employees. Key to the program is that both the city and the developers have created specific staff positions to coordinate the program.

This is how it works: The developer contacts his new business tenants, be it a professional office or retail store, to see what jobs the tenant may have available and to suggest that the tenant use the Boston for Boston program. If the business has openings and wants to use the program, the city (or in some cases the developer's staffer) steps in to find applicants from some 35 ongoing job-training programs in the city. In some cases, the city will establish specific, customized training programs.

The city and/or the developer then follow up with the business tenants to make sure that the applicants were suitable. All this at no cost.

The benefits of this program are obvious. The city estimates that the 21 new construction projects downtown will create 30,000 jobs. The program's goal is to fill half of them with city residents who were previously unemployed or underemployed.

Those who have worked hard to create this program should be congratulated. We wish them much success.

And while we are on the subject of training and goodwill, we'd also like to extend kudos to the law firm of Goodwin, Proctor & Hoar, which last week donated \$1 million to the Plan for Excellence, an early-childhood program in the Boston public schools. So far, corporations have donated \$9 million to the program, which will establish special programs in grades kindergarten through three.

Last week was a good one for Boston business.



# Keeping It Local

## City, developers begin jobs program for Boston residents

By Anne Kinnane

What strange bedfellows Mayor Raymond Flynn and real-estate developers make in their recently announced initiative to provide jobs for Boston residents.

But the program, Boston for Boston, has something for everyone. Developers put money into job training and in return draw in trained personnel for their business tenants. The mayor fulfills a campaign promise to provide Boston jobs for Boston residents and city residents left out of the job market get a shot at permanent work in many downtown offices.

The Mayor's Office for Job and Community Services has created the Boston for Boston program in conjunction with developers of 19 development projects now underway.

The program will provide some 15,000 jobs for Boston residents over the next five years, says Kristen McCormack, executive director of the mayor's job office.

Citing the high unemployment rate among young adults in the city's neighborhoods, Flynn said at a breakfast meeting last week, "What we really need is an effort to convince young people that there are opportunities, there is hope."

More than 30,000 new jobs are expected to be generated over the next five years by the development of new office buildings sprouting up in downtown Boston. City officials hope to capture 50 percent of the jobs for Boston residents, who are often left out of the job market because of lack of skills and training.

Using linkage money paid by developers, the city will contract with 35 ongoing job-training programs in the city and local community colleges to provide applicants with the necessary skills needed for specific jobs. McCormack says the linkage program should draw about \$10 million in the next five years for job training.

Developers have volunteered to contact their business tenants to find out what jobs the tenants need filled and encourage them to use the Boston for Boston program to find local employees.

Some of the development companies that have agreed to participate in the program are Beacon Companies, developers of 75 State Street; The Chiofalo Company, developers of International Place; and New England Mutual Life Insurance Company, developers of The New England office buildings on Boylston Street in the Back Bay.

Richard Eichhorn, vice president of Javmont Properties, says he is optimistic Boston for Boston will be a success. His company, which is participating in the program, is developing 250,000 square feet of office space at 20-21 Custom House Street. He concedes that when the program was first proposed, developers questioned how they could impose hiring restric-



The Chiofalo Company, developer of International Place, is one of many companies participating in a city program to provide jobs for Boston residents.

tions on tenants. It would put us in a competitive disadvantage," he says.

But he notes that the key to involving developers was allowing them to create the program with city officials from the start. He says developers feel they can sell the program to their tenants because the city has the tools to make it work.

The Mayor's Office of Jobs and Community Services plans to open seven neighborhood Jobstops, where residents can receive information about jobs, job training, education, financial aid and day care, and obtain assistance from job counselors. McCormack says the city hopes to have three Jobstop centers opened by July 1, but isn't sure where the first three will be.

The jobs most companies will need filled, says Eichhorn, are those involving building services, such as maintenance and security, as well as secretarial and administrative assistance.

Some city observers say they're worried about the program's success since it works on a voluntary basis. "How do you monitor and enforce a volunteer program?" asked one city resident, who asked not to be identified.

McCormack concedes that the city cannot legally require developers to take part in the program, but she remains optimistic it will work because of the efforts developers have already shown in assuring its success.

According to a Boston Redevelopment Authority survey of jobs in Boston, Boston residents captured 40 percent of the 36,000 jobs created citywide between 1984 and 1986, demonstrating "a significant reversal of a 30-year decline in Boston resident jobs."

An increasing number of Boston residents are also making it into the downtown workforce. In 1985, 28 percent of the downtown jobs were held by city residents, up by 8 percentage points from 1980. The new program is intended to target those who are not reaping the benefits of this trend.



# New Haven Register

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EAST

## Boston launches plan to create 15,000 jobs

United Press International

BOSTON — Mayor Raymond L. Flynn and real estate developers have begun a new program that may create 15,000 permanent jobs for Boston residents over the next five years and build a "stronger" community.

"Everyone benefits with a program like this," Flynn said Tuesday after unveiling the plan. "The companies get skilled employees, the neighborhood gets jobs and Boston becomes a stronger community."

The program — dubbed "Boston for Boston" — calls for city residents to get "first crack" at all non-construction job openings at 20 new downtown developments, Flynn said.

The city will open seven "Job-stops" offices across the city where the jobs will be posted and neighborhood residents can receive assistance with training, interviewing skills and day care, he said.

"Now we have commitments," said Flynn. "This is the first program in the country that I know of that has actual commitments from the private community to give guaranteed opportunities to the people of the city."

The new jobs program will be funded by the city's so-called "linkage program," which requires developers to set aside some money or property for the development of lower-income housing and neighborhoods.

Jobs offered through the program will range from computer operators and financial analysts to clerical workers, Flynn said. Companies participating in the program range from law firms to computer firms.

"These are good jobs," Flynn said. "They will go to people who have not benefited from Boston's strong economic position."

The program will focus on educating the city's teens and "underemployed" workers, Flynn said. "We will be instilling discipline in young people, making sure they know how to run various computer equipment," he said.

Flynn said recent cuts in federal jobs programs prompted the creation of a plan tailored to fit the specific needs of the city rather than federal guidelines.

"The economy of Michigan is a lot different from the economy of Boston," Flynn said. "With this program, we're able to develop training programs aimed at satisfying the needs of companies in our city."





# WE'RE MOVING

Early May,  
the Mayor's Office Of  
Jobs And  
Community Services  
is relocating to  
new headquarters.

Please update your  
records with our  
new address and  
phone number.



Mayor's Office of Jobs and Community Services

Stephen Aalto  
Project Manager

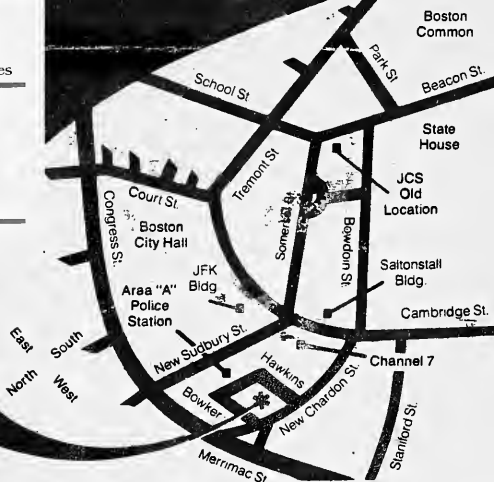
15 Beacon Street • Boston, MA 02108 • (617) 720-4300

The new location is behind Channel 7  
the Boston Police Department  
(Area A) on New Sudbury Street.

Thomas L. Flynn, Mayor

John J. McCormack, Director

**MAYOR'S OFFICE OF  
JOBS AND COMMUNITY SERVICES**  
43 Hawkins Street  
Boston, MA 02114  
Main Number (617) 723-1400  
City Departments dial Ext. 4700







CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR  
RAYMOND L. FLYNN

Fall, 1986

Dear Friend:

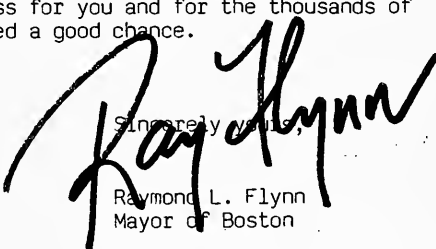
Boston is brimming with opportunity: in investment, employment, and sales. I want to tell you about a program that can enhance your success and my goal of extending economic opportunity to the greatest possible number of Boston residents.

You need qualified personnel. At the same time, Boston residents need meaningful employment opportunities. Both of these objectives can be met through a cooperative program we have established in the Mayor's Office of Jobs and Community Services. A description of the program is enclosed.

Boston is the place where American history began and where America's future is taking shape. You are building on Boston's history of entrepreneurial innovation. I want to make sure that the future means security and success for you and for the thousands of Boston breadwinners who only need a good chance.

Please join us.

Sincerely yours,

  
Raymond L. Flynn  
Mayor of Boston



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# Boston

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*For Boston*

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*Contents*





# Contents

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## **Boston For Boston**

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Increased demand for employees is predicted for the Boston area. BOSTON FOR BOSTON provides an easy-to-use service to find motivated, trained, new employees for entry level positions; this section describes the service and how to use it.

## **Who's Who**

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A list of the organizations who are training, screening and referring qualified employees. Use it to discover the skills you are looking for, and to learn more about the agencies who place employees.

## **Recruitment Advertising**

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A list of local media, including hard-to-find neighborhood and ethnic publications.

## **Employee Services**

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A directory of resources to serve many employee needs, from child care to advanced skills training.

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# Boston

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*For Boston*

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*Boston For Boston*





## Boston For Boston

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### Increased Demand For Employees Is Forecasted

By the year 2000, businesses in the city of Boston alone will need 154,000 more employees than they do today. In the total metropolitan area, businesses will need more than 750,000 new workers for the foreseeable future. Seventy-five percent of these jobs are expected to be needed by the legal, accounting, insurance, and financial industries.

### Filling The Gap

The City of Boston is gathering the resources of all of its residents to meet the present and future needs of Boston business. It is retraining the manufacturing worker of yesterday to fill today's service economy jobs, teaching the city's youth the practical skills required for entry level jobs throughout the economy and training new Americans to read and write the English language. Boston residents who have lived outside the economic boom are being taught the skills they need to be motivated, qualified employees.

### Boston For Boston

In this historic agreement between the City and the real estate development community, developers have agreed to help office building tenants find these skilled employees. Developers have committed themselves to hiring as many Boston residents as possible and to giving concrete help to tenants to make the same commitment.

For the first time, office building tenants will be assigned a Project Manager from the Mayor's Office of Jobs and Community Services. This Project Manager will serve as a personal guide through all of the organizations who are now working to train Boston residents. A representative of the developer will also assist tenants in connecting to this system.

Through this agreement, Boston business will be able to hire skilled employees for entry level positions. Boston residents will share in the city's economic success. Each office building, by participating in this agreement, will serve not only as a sign of growth, but also as a symbol of Boston's commitment to its residents and businesses.

### What Skills Will Be Available?

Use your Project Manager to help you hire accounting workers, supply clerks, secretaries, data entry clerks, drafters, typesetters, typists, clerks, word processors, medical assistants, business machine repair workers and virtually every other entry level employee you need.

### To Benefit From Boston For Boston

Call your Project Manager whenever you have an entry level job available. The Manager will help you to use all of the organizations who can provide qualified candidates for your review. These candidates will generally be screened by the organizations and will have had their references checked.

You will not be required to submit any complicated paperwork as part of this program. Occasionally, your Project Manager will ask you about successful candidates, but this information will be for general statistical use only.

### What Is The Cost For Each Successful Placement?

BOSTON FOR BOSTON candidates are referred and placed at no charge.

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# Boston

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*For Boston*

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*Who's Who*



**Who's Who: The Organizations Who Train And Refer Employees**

To fill a job at your company, start by calling your Project Manager at the Mayor's Office of Jobs and Community Services. Your Project Manager's name and telephone number are provided in the Introduction of this handbook, in the letter from the developer of your office building.

This section provides information about the many organizations your Project Manager works with. Use it to learn more about the groups who contribute to BOSTON FOR BOSTON, or as a quick reference to learn what jobs can be filled.















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## Action For Boston Community Development

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178 Tremont Street  
Boston, MA 02111

Contact: Luther Frazer  
Telephone: 357-6000 X580

ABCD is a private, non-profit human service organization. The Center for Jobs, Education and Career Training offers programs in the following areas:

**Business:** ABCD's Business program provides the training needed for entry and mid-level jobs in clerical and accounting fields. The programs can provide individuals with the following skills: typing; keyboarding; office procedures; filing and phones; business math; accounting; and computer applications. Graduates are available for employment throughout the year.

**Medical Office Skills:** This program trains students in medical terminology, typing, medical office procedures, and computer literacy in preparation for the clerical positions in health care facilities.

**Culinary Arts:** The Culinary Arts Program, operated in the kitchen of the Parker House Hotel by a master chef, prepares students in the areas of kitchen management, food preparation, kitchen sanitation and production. Students are training in preparation for entry-level employment in the food service industry including hotels, hospitals, and restaurants.

Career counseling and placement services are offered to all students. Customized training and skills upgrading are also available through the Center for Jobs, Education and Career Training.

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## Adams & Abbott, Inc.

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46 Summer Street  
Boston, MA 02110

Contact: Raj Tuli  
Telephone: 292-8080

Adams & Abbott prepares students to work in the graphic arts industries as photo-typesetters, paste-up artists, and/or proofreaders. Students learn typesetting, word hyphenation, proofreading and the use and maintenance of printing equipment. Job placement services and customized training are available.

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## American Business Institute

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17 Winter Street  
Boston, MA 02108

Contact: Danielle Dowling  
Telephone: 338-1033

American Business Institute (ABI) is a private, independent vocational school which offers training in accounting, typing, filing, word processing, data entry and related office skills. Career counseling and job placement are available.

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## Bay State Junior College

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122 Commonwealth Avenue  
Boston, MA 02116

Contact: Karen Higgins  
Telephone: 236-8000

Founded in 1946, Bay State Junior College offers a wide variety of programs, including business, accounting, secretarial, hotel administration, travel and tourism, retail and fashion, medical assistant, and liberal arts programs. Counseling and placement services are available.

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## Boston Private Industry Council

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110 Tremont Street  
Boston, MA 02108

Contact: James Darr, Executive Director  
Telephone: 423-3755

Founded in 1979, the Private Industry Council (PIC) is a non-profit organization whose mission is to involve business in a partnership with government that creates real economic opportunity for city residents. Since its inception, the PIC has worked with schools, community colleges, and government to train city residents for decent jobs. The PIC has served as a link between companies and neighborhood agencies to create new job training partnerships. Together with the Mayor's Office of Jobs and Community Services, the PIC plans for federal job training funds that address the needs of the economy and the needs of city residents.

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## Boston Private Industry Council Continued

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Special Projects:

### **BostonWorks**

Contact: Deborah Fauntleroy  
Telephone: 423-3755

BostonWorks is a partnership between business and government which draws on the lessons of successful training programs from employers and community groups. Managed by the PIC and the Mayor's Office of Jobs and Community Services, the objectives of BostonWorks include:

- expand adult literacy programs;
- expand successful job training programs;
- provide customized training opportunities for Boston businesses; and
- secure good paying jobs in growth industries.

### **Opportunity in Boston**

Contact: Caroline Hebsgaard  
Telephone: 423-3755

Opportunity in Boston (OIB), carries forward the minority hiring effort begun by the Coordinating Committee, a group of major Boston companies chaired by John Larkin Thompson, President of Blue Shield of Massachusetts. The PIC will assist participating companies in expanding the applicant pool of potential management-level employees, including city residents and members of racial and linguistic minorities. Participating companies collaborate on recruitment, referral, and promotional activities that will help achieve corporate and community goals.

### **Boston Compact**

Contact: Bill Lawrence  
Telephone: 423-3755

Established in 1982, the Boston Compact is an alliance between the Boston Public Schools and the business community which sets measurable academic and employment goals including improved attendance, a reduction in the drop-out rate, better academic achievement and an increase in college and job placement.

The Compact's **Jobs Collaborative** is a year-round program that helps students continue their education, graduate and make the transition to jobs or higher education. PIC staff located in thirteen high schools provide career counseling, job preparation, and structured employment during the school year and upon graduation.

The **Boston Summer Jobs Program** offers a school-business partnership which links jobs and education by placing Boston High School students in private sector jobs developed by the PIC. In 1986, 610 Boston companies hired 2591 students.

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## Boston Job Exchange

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110 Tremont Street  
Boston, MA 02108

Telephone: 542-2244

The Boston Job Exchange is a **free, full service placement agency** which provides:

- recruitment, screening and job matching
- special attention to entry-level jobs
- client follow-up after placements

### EFFECTIVE

Clients referred by this placement service are job-ready, motivated individuals, responsive to the changing personnel needs of your company.

### EFFICIENT

This customized service takes the guesswork out of hiring. The Boston Job Exchange interviews and screens applicants to match your company's entry-level jobs.

### ECONOMICAL

The Job Exchange will save your company **time** and **money** by cutting advertising dollars, interviewing hours and expensive employee turnover.

### READY

The Boston Job Exchange has the clients. They have the know-how. They have the resources, and they are ready.

CALL THE BOSTON JOB EXCHANGE TODAY!

**542-2244**

Brenda Harris, Director

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## Boston Employment Resource Center

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80 Broad Street  
Boston, MA 02110

Contact: Maurice Bowen  
Telephone: 338-1096

Massachusetts Halfway Houses, Inc. is a private, non-profit organization. Its Boston Employment Resource Center (BERC) provides ex-offenders job development and placement services in a variety of entry level service and labor positions including pre-employment training, employment counseling, and job search skills. Financial support and post-placement follow-up are regular components of the placement program.

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## Boston Technical Center

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660 Summer Street, Bldg. 49  
Boston, MA 02210

Contact: Donna Kelly  
Telephone: 482-7787  
Customized Training

Founded in 1977, BTC (formerly EDIC) is a licensed, accredited, post-secondary school which trains students in a variety of skills. BTC offers literacy, English as a Second Language, vocational counseling and job placement services as well.

### Course Offerings

**General Secretary:** Trains students in typing, filing, word processing, business math and English, general office procedures and transcription skills for entry level secretarial and clerical positions.

**Medical Secretary:** Trains students in typing, filing, word processing, business English, medical transcription, medical terminology and medical office procedures for secretarial positions in the health care field.

**Word Processing:** Trains students in basic and advanced concepts and applications on Wang word processors.

**Typewriter Repair:** Trains students to repair a wide variety of equipment, with special concentration on IBM electro-mechanical typewriters and wheelwriters.

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## Boston Technical Center Continued

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**Telecommunications:** Cross-training of students in the installation of electronic telephone, electronic security and cable television systems.

**Welding:** Trains students in various welding methods, including TIG welding, MIG welding and combination welding, for positions as welders, welder's trainees and welder's apprentices.

**Machine Tool Set-Up and Operation:** Classroom and in-shop training including machine tool theory, technical mathematics, blueprint reading, measurement and safety.

**Business Machine Repair:** Prepares students to repair and maintain electronic copier machines. Classroom and in-shop training includes technical English and math, reading schematic diagrams, electro-mechanical theory, and hands-on experience in the repair of all types of copy machines.

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## Boston Urban Gardeners

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33 Harrison Avenue  
Boston, MA 02111

Contact: Charlotte Kahn  
Telephone: 423-7497

Founded in 1976, Boston Urban Gardeners (BUG) is a private, non-profit organization offering a variety of services in urban landscaping, gardening and land management including skills training, vocational counseling, job placement and technical assistance to the community. The following are OJCS-sponsored programs:

**Interior Plant Care:** Training in plant cleaning, preparation and maintenance, for employment in interior plant service.

**Landscape Training Program:** Training in landscape design, construction, installation, upkeep and maintenance systems.

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## **Burdett School**

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372 Stuart Street  
Boston, MA 02116

Contact: Nancy Lindstrum  
Telephone: 267-7435

The Burdett School, a private, vocational school, offers business courses that include secretarial (typing and shorthand) skills, accounting, computer operations, merchandising and sales.

Career counseling and job placement services are available.

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## **Bunker Hill Community College**

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46 New Rutherford Avenue  
Charlestown, MA 02129

Contact: Mary Provo  
Telephone: 241-8600

As part of the community college system, Bunker Hill Community College (BHCC) offers a wide variety of programs, both academic and vocational in direction, including business administration; computer programming; criminal justice; culinary arts; electronic technician; fine arts; graphic design; hotel; restaurant and travel management; nurses' education; medical technology; and office education (medical, legal, executive, bilingual, administrative assistant, general, word processor). As part of its Continuing Education Division, the following OJCS-funded programs are offered:

**Clinical Assistant:** This program offers training in the clinical skills for employment as bilingual members of clinical health care teams. English as a Second Language, vocational counseling and job placement are also offered.

Contact: Molly Leong 241-8600

**Electronic Technician:** Training in assembly, inspection, maintenance, testing, repair and operation of electronic equipment for positions in companies that manufacture electronically-based instrumentation and computers. English as a Second Language, vocational counseling and job placement are also offered.

Contact: David Massey 241-8600

For recruitment of graduates from other programs sponsored by the college, please see Bunker Hill Community College under "Services for Employees."

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## **Carpenters' Local Union #33**

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Drydock Avenue  
Boston, MA 02210

Contact: Andrew Sarno  
Telephone: 350-0014

**Pre-Apprenticeship Training:** This program provides training to individuals who do not already possess the basic skills necessary for entry into the apprenticeship program. By providing academics, basic carpentry skills and an orientation to the carpentry trade and construction industry, successful participants will become apprentices in the Carpenters Joint Apprenticeship Training Program.

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## **Chinese American Civic Association**

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90 Tyler Street  
Boston, MA 02111

Contact: Mark Sweikhart  
Telephone: 426-9492

CACA is a non-profit, multi-service organization which provides English as a Second Language instruction, daycare, individual and career counseling, skills training and job placement services for immigrants and refugees.

**Office Skills Training:** Students are trained in typing, filing, office procedures, data entry and basic word processing for employment in entry-level clerical positions.

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## Chinatown Occupational Training Center

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31 Beach Street  
Boston, MA 02111

Contact: David Elliot  
Telephone: 542-2603

COTC is a private, non-profit organization which provides skills training, English as a Second Language instruction, career counseling and job placement services for immigrants and refugees.

**Medical Office Skills Training:** Students learn typing, filing, data entry, office procedures and medical terminology. Internships are provided by area hospitals. Graduates are prepared for entry-level clerical positions in health care facilities and/or business settings.

**Electronics Assembly:** Training in basic electronic theory and hands-on practice in the assembly, inspection and testing of electronic equipment for entry-level employment in electronics manufacturing.

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## Chamberlayne Junior College

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128 Commonwealth Avenue  
Boston, MA 02116

Contact: Megan Stewart  
Telephone: 267-3015

Chamberlayne is a two-year private arts and business school. Course offerings include: business, accounting, hotel management, retail merchandising, advertising and interior design. English as a Second Language courses are offered from the beginning through the advanced levels.

Career counseling and placement services are available.

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## Casa Del Sol

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761 Harrison Ave.  
Boston, MA 02118

Contact: Maria Fields  
Telephone: 536-8281

Since 1972 Casa Del Sol has provided basic education, English as a Second Language, GED preparation, academic and career counseling, skills training and support services to the Hispanic community. OJCS sponsors the following training program:

**Office Skills Training:** Students learn typing, word processing, bookkeeping/accounting and basic office procedures for employment in a variety of entry-level clerical positions.

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## Dimock Community Health Center

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55 Dimock Street  
Boston, MA 02119

Contact: Joel Hurwitz  
Telephone: 442-9663

Dimock Community Health Center is a non-profit, health-service organization which offers a variety of health-related services including medical and dental care, mental health services, alcoholism services, and skills training for the health care field. The following programs are sponsored by OJCS:

**Third Party Biller:** Training in typing, office procedures, communications skills, medical terminology and medical billing.

**Central Supply Technician:** Training in medical terminology; microbiology; the cleaning, sterilizing and packaging of hospital supplies and equipment; and inventory control. Internships are provided at area hospitals. Graduates are qualified for employment as central supply technicians, medical supply technicians and instrument technicians.

**Nursing Assistant:** Classroom training includes math, writing nursing reports, taking blood pressures and pulses, prevention of infection, care of bed-ridden patients, and care and maintenance of supplies and equipment. Clinical internships are provided at area teaching hospitals.

Career counseling and job placement services are provided for all students. Customized training and skills upgrading are also available.

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## **Fisher Junior College**

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118 Beacon Street  
Boston, MA 02116

Contact: Sandy Robbins  
Telephone: 262-3240

Fisher is a two-year college which offers an Associate's degree in Business Administration, business computer applications, executive secretary, legal secretary, medical assistant, hotel management, travel and tourism administration, and fashion merchandising. A one-year word processing certificate is offered. Liberal arts courses leading to an Associate's degree are also available.

Career counseling and placement services are available.

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## **Franklin Institute of Technology**

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41 Berkeley Street  
Boston, MA 02116

Contact: Lisa Bejian  
Telephone: 423-4630

Franklin Institute is a two-year technical college which offers an Associate's degree in engineering technologies (including architectural, civil, computer, HVAC, mechanical and medical electronics), as well as degrees in electricity and electronics, drafting technology and automotive technology.

Job placement services are available to all students.

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## **Greater Boston YMCA/Training, Inc.**

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294 Washington Street  
Boston, MA 02111

Contact: Elsa Bengel  
Telephone: 542-1800

Training, Inc. provides basic business English and business math instruction, skills training, career counseling and job placement services. Skills upgrading and technical assistance for in-house training are also available. The Office Skills training program offers instruction in typing, accounting, word processing, office procedures for entry-level and middle-level secretarial, accounting and clerical positions.

Training, Inc. sponsors three Job Fairs a year and accepts job orders from employers as well.

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## **Hickox School**

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200 Tremont Street  
Boston, MA 02116

Contact: Arthur Verenis  
Telephone: 482-7655

The Hickox School is a private, accredited business school which trains students in typing, word processing and related secretarial skills. Job placement services are available.

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## Home Builders Institute of America

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P.O. Box 297  
Dorchester, MA 02124

Contact: Alan Bennett  
Telephone: 264-9625

HBI is a national trade association that sponsors skills training in the building trades.

**Boston Rebuilds:** Students receive training in all aspects of housing rehabilitation including rough and finish carpentry, sheet rocking, masonry, painting, electrical, and plumbing skills. In addition to classroom instruction, students participate in the rehabilitation of an abandoned property. Graduates are employed in positions such as carpenter, painter, electrician's helper and rehabilitation mechanic.

Career counseling and job placement are provided for all students. Skills upgrading is also available.

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## International Institute of Boston

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287 Commonwealth Avenue  
Boston, MA 02115

Contact: Victoria Frothingham  
Telephone: 536-1081

The International Institute is a non-profit, multi-service agency that offers English as a Second Language, basic literacy, career counseling and job placement services, as well as skills training for immigrants and refugees.

**Marble Fabrication:** Classroom and on-the-job training prepares students for employment in marble and granite fabrication and finishing.

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## Lasell Junior College

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1844 Commonwealth Avenue  
Newton, MA 02166

Contact: Shawn Larsen  
Telephone: 243-2125

Lasell is a two-year college that offers Associate degrees in liberal arts and business. Specializations include office training, retail, travel and tourism, fashion merchandising, nursing, physical therapist assistant, medical assistant, and early childhood education.

Career counseling and job placement services are available.

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## Leading Edge Word Processing Training Center

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179 South Street  
Boston, MA 02111

Contact: Bob Cresto  
Telephone: 451-2722

The Word Processing Training Center is the training division of Leading Edge Products, Inc.

**Word Processing/Office Related Skills:** Training is offered in typing, filing, office procedures, as well as intensive word processing training. Customized training and skills upgrading available. Career counseling and placement services are offered with all training.







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## **Newbury Junior College**

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921 Boylston Street  
Boston, MA 02115

Contact: Maria Parsons  
Telephone: 262-9350

Newbury Junior College, a two-year college, offers Associate degrees and certificates in business skills (including marketing, accounting, finance and management), secretarial skills (including medical secretary, legal secretary and word processing), computer science, fashion merchandising and audio visual. Basic skills in English and math, as well as English as a Second Language instruction, are also offered.

Career counseling and job placement services are available to students.

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## **Newman Preparatory School**

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245 Marlboro Street  
Boston, MA 02116

Contact: Frank Donelan  
Telephone: 267-4530

Newman Preparatory School is a private, independent school which, in addition to preparing students grades 9–12 for college entrance, offers training in business and secretarial skills.

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## **Northeast Institute of Industrial Technology**

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41 Phillips Street  
Boston, MA 02114

Contact: David Hughes  
Telephone: 523-2813

A licensed, accredited technical school that offers training in air conditioning and refrigeration, electricity, electronics and computer-aided drafting. Career counseling and placement services are offered. Customized training is also available.

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## Oficina Hispana

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125 Amory Street  
Roxbury, MA 02119

Contact: James Talero  
Telephone: 522-8917

Oficina Hispana is a private, non-profit multi-service agency serving the Hispanic community. Basic English and math skills, English as a Second Language, career counseling, skills training and job placement services are offered. In cooperation with the Hubert Humphrey Occupational Resource Center, Oficina Hispana also provides a range of technical training options for members of the Hispanic community. (See Hubert Humphrey Occupational Resource Center)

**Office Skills Training:** Students are trained in typing, filing, use of office machines and telephone procedures, in preparation for entry-level clerical positions.

**Roberto Clemente Construction Trades Training Program:** Classroom instruction, combined with hands-on training in electrical and carpentry trades. Supervised by licensed tradespeople, students provide housing rehabilitation services to residents of the Jamaica Plain Community.

## Opportunities Industrialization Center, Inc.

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214 Dudley Street  
Boston, MA 02119

Contact: Pat Tracy  
Telephone: 442-2424

OIC, a non-profit employment and training agency has provided skills training, basic literacy and GED preparation, career counseling and job placement services to the minority community since 1966. OJCS currently sponsors the following training programs:

**Data Entry:** Students receive instruction in basic and advanced typing, English, mathematics and data entry operations including simulations in billing, accounts receivable, payroll and inventory control.

**Word Processing:** Students are trained in three modules from basic typing through advanced word processing.

**Computer Science:** Training in COBOL, BASIC, structural programming and flow charting, for entry-level positions in programming and computer operation.

Customized training and skills upgrading are also available.

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## Project Able

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World Trade Center, Suite 306  
Commonwealth Pier  
Boston, MA 02210-2004

Contact: 1-800-462-ABLE

ABLE is a private, non-profit human services agency which provides job development and placement services for Boston residents, aged 55 and over, in a variety of positions from entry level to executive.

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## Roxbury Community College

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625 Huntington Avenue  
Boston, MA 02115

Contact: Gail Cody  
Telephone: 734-1960, X380

As part of the community college system, Roxbury Community College offers a wide variety of programs, both academic and vocational in direction, including accounting, business management, computer-assisted drafting, electro-mechanical drafting, electronics technology, executive, legal and medical secretary, word processing and property management. OJCS sponsors the following skills training program:

**High Tech Electronics:** Training prepares students to work as computer technicians, electronic technicians and electronic assemblers in the electronics industry. In addition to math and English, students are trained in electronic circuitry, digital techniques, micro-processors, and basic computer operating and programming techniques. Contact: Bob Buckley, Director  
Telephone: 734-1960

For recruitment of graduates from the many other programs sponsored by the college, please see Roxbury Community College in "Services for Employees" section.

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## Sociedad Latina

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148 Tremont Street  
Roxbury, MA 02120

Contact: William Rodriguez  
Telephone: 427-1101

Sociedad Latina is a private, non-profit, multi-service agency serving Hispanic Bostonians. It provides job development and placement services to Hispanic Bostonians, including pre-employment training, tutoring, employment search, counseling, and post-placement follow-up.

Social services, including individual and family counseling, drug abuse and prevention services, after-school daycare and recreational programs are also available.

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## Transitional Employment Enterprises, Inc.

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60 Temple Place  
Boston, MA 02111

Contact: Michelle Frank  
Telephone: 482-7430

Transitional Employment Enterprises, Inc. (TEE) is a non-profit agency which operates employer-based human resources programs for disadvantaged people, serving 1500 people annually. OJCS funds the following program:

TEE'S LICENSED CARE (TLC): A Family Day Care Training and Placement Program. This program trains women who are receiving welfare as providers of child care services in a Family Day Care system administered by TEE. In addition to providing employment opportunities for disadvantaged Boston residents, the program opens up much needed child care slots to low-income families.

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## Vocational Adjustment Center

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1249 Boylston Street  
Boston, MA 02215

Contact: Lynda Niedringhaus  
Telephone: 236-8200

Vocational Adjustment Center (VAC) is a private, non-profit multi-service agency which offers a variety of services, including skills training to handicapped residents of the Greater Boston area.

Clerical/Data Entry: An industry-based training program which prepares students as data-entry operators. Classroom space, instructors, supervisors, internships and equipment are provided by the private sector. Individual and career counseling and job placement are available.

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## **Women's Educational and Industrial Union**

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356 Boylston Street  
Boston, MA 02116

Contact: Susan Jepson  
Telephone: 536-5657

**Career Services:** The oldest department of the WEIU provides professional assistance to meet the career and employment needs of both women and men. Services include: counseling, placement, employment workshops and a resource library which lists job openings at local employers.

## **Wentworth Institute of Technology**

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550 Huntington Avenue  
Boston, MA 02115

Contact: Peter Crudele  
Telephone: 442-9010

Wentworth Institute is a private, accredited college which offers Associate's and Bachelor's degrees, as well as one year certificates in technical areas, including: construction technology; dental laboratory technology; architecture; building construction; computer science; computer engineering; electronics; mechanical manufacturing; civil and engineering physics; and interior design.

Career counseling and job placement are offered. Customized training is available.

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## Women's Technical Institute

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1255 Boylston Street  
Boston, MA 02215

Contact: Ginger Lever  
Telephone: 266-2243

WTI is a licensed, accredited, post-secondary technical school which has trained low income women in non-traditional occupations since 1976. Career counseling and job placement are provided for all students. WTI currently offers the following training programs:

**Electronics Technician:**

Training in testing, troubleshooting and repair of electro-mechanical equipment for employment as an electronics technician or field service technician.

**Electronics Drafting:**

Training in electronic, mechanical and computer-aided drafting for positions as detail and junior drafters.

**Women in Building Trades:**

Pre-apprenticeship program provides orientation and counseling to prepare women for successful entry into the building trades.

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# Boston

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## *For Boston*

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*Recruitment Advertising*





# Recruitment Advertising

## Advertising And Hiring Employees

While using the services of BOSTON FOR BOSTON can save advertising dollars, many employers ask for information about Help Wanted advertising in local neighborhood and ethnic newspapers. This list of Boston publications includes many hard-to-find media. We will send occasional updates to you, as this information changes frequently, but we do encourage companies to ask for current rates and circulation information.

### Allston Brighton Citizen Item

481 Harvard Street  
Brookline, MA 02146  
Attn: Mrs. Winston  
Deadline: Weds. 10 a.m.  
Weekly, \$21 per column inch  
232-7000

### Bay State Banner

925 Washington Street  
Dorchester, MA 02124  
Attn: Classified  
Deadline: Mon. by noon  
Weekly, \$32 for 2" x 2" ad  
288-4900

### Boston Globe

Classified  
Boston, MA 02107  
Deadline: Thursday at 9:00 p.m.  
for Sunday's paper  
Daily, \$8.30/line  
929-1500

### Boston Herald

Classified  
One Herald Square  
Boston, MA 02106  
Deadline: Friday by 4:00 p.m.  
for Sunday's paper  
Daily, \$6.50/line  
423-4545

### Boston Ledger

481 Harvard Street  
Brookline, MA 02146  
Attn: Classified  
Deadline: Weds. by 10 a.m.  
Weekly, call for cost  
232-7000

### Boston Phoenix

100 Massachusetts Ave.  
Boston, MA 02115  
Attn: Classified  
Deadline: Thurs. by 4 p.m.  
Weekly, \$5.25/line  
267-1234

### Charlestown Patriot

1 Thompson Square  
Charlestown, MA 02129  
Attn: Classified  
Deadline: Monday at 5 p.m.  
Weekly, \$3.22 per column inch

### Dorchester Argus Citizen

1205 Hyde Park Ave.  
Hyde Park, MA 02136  
Attn: Classified  
Deadline: Tuesday by 4 p.m.  
Weekly, \$8.45 per column inch  
361-6500

### Dorchester Community News

P.O. Box D  
Dorchester, MA 02124  
Deadline: Call  
Twice a month, \$6.50 per column inch  
288-5563

### East Boston Community News

11 Meridian Street  
East Boston, MA 02128  
Deadline: Call  
Twice a month, call for price  
567-7884

### East Boston Times Free Press

2 Lexington Street  
East Boston, MA 02128  
Deadline: Monday by noon  
Weekly, call for price  
567-9600

### El Mundo

20 Columbia Street  
Cambridge Street  
Cambridge, MA 02139  
Attn: Classified  
Deadline: Tues. by 5 p.m.  
Weekly, \$11.20 per column inch  
876-4293





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# Boston

## For Boston

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### **Gay Community News**

167 Tremont Street, 5th Floor  
Boston, MA 02136  
Attn: Classified  
Deadline: Tuesday at noon  
Weekly, \$12 per column inch  
426-4469

### **Hyde Park-Mattapan Tribune**

1205 Hyde Park Ave.  
Hyde Park, MA 02136  
Attn: Classified  
Deadline: Tuesday at 4 p.m.  
Weekly, \$8.45 per column inch  
361-6500

### **Jamaica Plain Citizen**

1205 Hyde Park Avenue  
Hyde Park, MA 02136  
Attn: Classified  
Deadline: Tuesday at noon  
Weekly, \$12.60 per column inch  
361-6500

### **Las Semana**

778 Dudley Street  
Dorchester, MA 02125  
Deadline: Monday by 5 p.m.  
Weekly, 75 cents a line  
265-0639

### **North End Tribune**

P.O. Box 132  
Boston, MA 02113  
Deadline: Tuesday by 5 p.m.  
Weekly, \$7 per column inch  
628-3788

### **Parkway Transcript and West Roxbury Transcript**

420 Washington Street  
Dedham, MA 02026  
Deadline: 2 p.m. for two days  
prior to publication  
Daily, \$81.46 for a 1" x 1" ad  
329-5000

### **Post Gazette**

5 Prince Street  
Boston, MA 02113  
Attn: Classified  
Deadline: Tuesday before noon  
Weekly, \$12 per column inch  
227-8929 or 227-5307

### **The Reporter**

110 Richmond Street  
Dorchester, MA 02124  
Deadline: Call  
Twice a month, \$7.50 per column inch  
436-1222

### **Sampan**

90 Tyler Street  
Boston, MA 02111  
Attn: Classified  
Deadline: Call  
Twice a month, call for rates  
426-9492

### **Sing Tao**

246 Harrison Ave.  
Boston, MA 02111  
Attn: Classified  
Deadline: Before 2 p.m.  
Daily, \$60 for 2" x 3" ad  
426-9642

### **South Boston Tribune**

395 West Broadway  
Boston, MA 02127  
Attn: Classified  
Deadline: Tuesday at 4:30 p.m.  
Weekly, \$3.50 per column inch  
268-3440

### **South End News**

1515 Washington Street  
Boston, MA 02118  
Deadline: Call  
Twice a month, call for rates  
265-6670

### **The Tab**

P.O. Box 206  
Newton, MA 02158  
Attn: Classified  
Deadline: Friday at 2 p.m.  
Weekly, \$15.99 for 15 words or less,  
75 cents each additional word  
969-0340



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# Boston

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*For Boston*

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*Services for Employees*





## Services For Employees

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Your Project Manager can be a helpful source of information about the many services available to you for all of your employees. This partial list is provided as an index of the system to assist you in locating the appropriate resource quickly.

### CHILD CARE

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#### **Child Care Resource Center**

552 Massachusetts Avenue  
Cambridge, MA 02139  
Child care information and referral consultation  
Services for parents seeking child care.  
547-9861

### COUNSELING

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#### **Alcoholism Information & Referral, Inc.**

170 Morton Street  
Jamaica Plain, MA 02130  
24-hour alcoholism and substance abuse hotline.  
524-7884

#### **Massachusetts Department of Mental Health**

Metropolitan District  
591 Morton Street  
Dorchester, MA 02124  
265-3919

### EMPLOYMENT

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#### **Fair Employment Law:**

##### **Massachusetts Commission Against Discrimination**

One Ashburton Place, Room 601  
Boston, MA 02108  
727-3990

##### **City of Boston Office Of Affirmative Action**

One City Hall Square  
Boston, MA 02201  
David Cortiella, Director  
725-3360

#### **Career Placement Offices:**

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##### **American Business Institute**

17 Winter Street  
Boston, MA 02108  
338-1033, Danielle Dowling

##### **Bay State Junior College**

Placement Office  
122 Commonwealth Avenue  
Boston, MA 02116  
236-8000, X035, Karen Abraham

##### **Boston University**

Martin Luther King Center  
19 Deerfield Street  
Boston, MA 02215  
353-3653, James Ansley

##### **Bunker Hill Community College**

Career Services  
46 Rutherford Avenue  
Charlestown, MA 02129  
244-8600, X245, Mary Provo

##### **The Burdett School**

372 Stuart Street  
Boston, MA 02116  
267-7435, Marion Quinn

##### **Chamberlayne Junior College**

Career Placement Office  
128 Commonwealth Avenue  
Boston, MA 02116  
536-4500, X46, Megan Stewart

##### **Fisher Junior College**

Placement Office  
118 Beacon Street  
Boston, MA 02116  
262-3240, X19, Sandra Robbins

##### **Franklin Institute**

Career Services  
41 Berkeley Street  
Boston, MA 02116  
423-4630, Lisa Bejian

##### **The Hickox School**

Career Placement  
200 Tremont Street  
Boston, MA 02116  
482-7655

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# Boston

*For Boston*

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## Career Placement Offices Continued:

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### Northeastern University

Career Development & Placement  
P.O. Box 895  
Boston, MA 02117  
(Will only post positions that  
require degree)  
437-2433, Dean Austin

### Roxbury Community College

Counseling & Placement  
625 Huntington Avenue  
Boston, MA 02115  
734-1960, X380, Gail Cody

### Simmons College

Career Services, Placement, &  
Student Employment Office  
300 The Fenway  
Boston, MA 02115  
738-2115—Full Time, Joann Carroll  
738-2177—Part Time, Joann Carroll

## Direct Placement:

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### Boston Job Exchange

(See Who's Who)

### Boston Employment Resource Center

80 Broad Street  
Boston, MA 02110  
338-1096, Maurice Bowen

### Mass. Division of Employment Security

Job Matching Center  
Charles F. Hurley Building  
19 Staniford Street  
Boston, MA 02114  
727-6920

### Women's Education And Industrial Union

356 Boylston Street  
Boston, MA 02116  
536-5657, Susan Jepsen

### Sociedad Latina

81 Tremont Street  
Boston, MA 02108  
427-1101, William Rodriguez

## HANDICAPPED

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### City Of Boston Office Of Handicapped Affairs

Boston City Hall, Room 708  
Boston, MA 02201  
Charles Sabatier, Jr., Commissioner  
725-3682

### Mass Rehab

20 Park Plaza  
Boston, MA 02116  
727-2183

## LEGAL SERVICES

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### Massachusetts Bar Association

Lawyer Referral Service  
20 West Street  
Boston, MA 02111  
542-9203

## TRANSPORTATION

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### MBTA Pass Program:

722-5218

## VETERANS

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### City Of Boston Veterans Services

26 West Street  
Boston, MA 02111  
Thomas Materazzo, Commissioner  
725-3507

### Veterans Benefits Clearing House, Inc.

70 Warren Street  
Roxbury, MA 02119  
445-7030

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# Boston

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*For Boston*

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*Sponsorship*



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MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding made this \_\_\_\_ day of February, 1987, by and among the City of Boston (the "City"), the Boston Redevelopment Authority (the "BRA"), and those developers and owners of commercial properties in the City of Boston whose names are subscribed below (the "Developers").

The Developers are the developers and owners of major commercial real estate projects (singly a "Development" and collectively the "Developments"), including office buildings, hotels, retail stores, and offices for institutional use, now existing or in various stages of development or construction. Each of the Developers is a party to one or more of the following forms of agreement with the City and/or the BRA: Development Impact Project Agreements, Sale and Construction Agreements, Land Disposition Agreements, Ground Leases, Office/Retail Unit Leases, and Housing and Employment Agreements (collectively the "Development Agreements"). Pursuant to the Development Agreements, the Developers have each agreed to formulate and submit to either the City or to the BRA a voluntary Employment Opportunity Plan, the purpose of which is to detail the Developer's good faith efforts to assure that fifty percent (50%) of the employment opportunities created in the Development will be made available to Boston



residents, intending thereby to achieve participation by minorities and women in the proportion which they represent of the population of the City of Boston.

Working in a cooperative effort with the Mayor's Office of Jobs and Community Services ("OJCS"), the Developers have jointly formulated such a plan, and have agreed to pursue the plan uniformly in each of the Developments.

The Employment Opportunity Plan set forth in this Memorandum of Understanding recognizes that substantially all of the entry level new job opportunities to be created in the Developments will be created and filled by tenants of the Developments (the "Tenants"). Therefore, the following Employment Opportunity Plan (the "Plan") focuses upon steps which a Developer as landlord can take to urge and encourage its Tenants to hire Boston residents for new job openings. The Plan details two basic approaches to that endeavor, the first being fulfillment of a leadership role in which the Developer/landlord utilizes the employment training and referral resources available in the City of Boston, and the second being acting as a conduit to Tenants for information about those resources. The following paragraphs set forth the joint Employment Opportunity Plan:



I. Undertakings by Developers

A. With respect to all persons employed by a Developer in connection with the operation, management, and maintenance of, and provision of security to, the Development, each Developer will pursue as a goal the employment of Boston residents in fifty percent (50%) of the work force employed at the Development site. Persons employed by any agent or independent contractor providing maintenance, management, security or similar services whose personnel are permanently assigned to and work at the Development shall be considered employed by a Developer.

B. Each Developer shall become a signatory to the Boston Compact.

C. Each Developer will enter into a First Source Agreement with OJCS substantially in the form attached to this Memorandum of Understanding as Exhibit "A".

D. Each Developer will participate in the Private Industry Council's summer jobs program.

E. Each Developer will assign or cause to be assigned to the management staff for the Development a liaison officer who shall be responsible for compliance with Developer's ongoing obligations under the Plan.





## II. Dissemination of Information to Tenants

A. Subsequent to the final execution and delivery of a lease for space in the Development, the Developer will send to the Tenant thereunder a letter substantially in the form of Exhibit "B" to this Memorandum of Understanding, which letter will transmit the employment services guide entitled "Boston for Boston" annexed to this Memorandum of Understanding as Exhibit "C" , which employment services guide has been produced by and at the expense of the Developers with the cooperation of OJCS.

B. During the month of February in each year through and including 1996, the Developer will solicit from each Tenant in the Development statistical information concerning the number of new employees hired by Tenant during the preceding calendar year and the percentage thereof who are Boston residents. Such statistical information will be combined with the statistical information obtained by each of the other Developers who are signatory from time to time to this Memorandum of Understanding from the Developments identified with each signatory hereto, in order to produce a single statistic concerning the number of newly hired employees within the Developments and the percentage thereof who are Boston residents. Such information will be transmit-



ted to both the City and the BRA by the Developers no later than March 31st in each such year.

### III. Continuing Joint Efforts

The Developers will convene annually in July of each year through and including 1996 to meet with OJCS for the purpose of updating and revising the Employment Services Guide. Upon each such update or revision to the Employment Services Guide, each Developer will redistribute the employment services guide, or supplementary or substitute pages thereto, to each Tenant in the Development, accompanied by a transmittal letter to be jointly formulated by the Developers at the time such update or revision is prepared.

The execution of this Memorandum of Understanding subscribing to the foregoing Employment Opportunity Plan by the Developers is hereby recognized by the City and the BRA to satisfy each and every obligation of the Developers under their respective Development Agreements to formulate such a Plan. The foregoing Employment Opportunity Plan is hereby approved by the City and the BRA. Each of the Developers hereby agrees to fulfill all of the undertakings and responsibilities imposed upon a Developer by the Plan from the date hereof through and including August 1, 1996. This



Memorandum of Understanding shall be binding upon and inure to the benefit of the successor owners of the respective Developments.

EXECUTED the date first above written.

[Signatures appear on the attached signature pages]



## EXHIBIT "A"

### FIRST SOURCE AGREEMENT

#### Preliminary Statement

\_\_\_\_\_ (the "Developer") is [engaged in the development of] [is the owner of] \_\_\_\_\_ (the "Development"). Pursuant to a Memorandum of Understanding by and among the Developer, the City of Boston and the Boston Redevelopment Authority dated February \_\_\_, 1987, setting forth Developer's Employment Opportunity Plan, Developer has agreed to enter into this First Source Agreement with the Mayor's Office of Jobs and Community Services ("OJCS") on behalf of the Boston Job Exchange program (the "Job Exchange") in which OJCS participates.

NOW, THEREFORE, the Developer and OJCS agree that, for the period from the date hereof through July 31, 1996, in seeking qualified employees to fill job vacancies and new employment positions for operating, security, maintenance and management personnel employed at the Development directly by the Developer, or any such personnel permanently assigned to the Development who are employed by any service, maintenance, security or management agent or independent contractor engaged by the Developer, whether such positions be full-time, part-time or seasonal, Developer shall follow the following procedures:

A. Prior to announcing or advertising the availability of an employment position created by vacancy of an existing position or of a new employment position at the Development in any communications medium (other than compliance with internal posting





procedures) or with any employment or referral agency, the Developer will notify the Job Exchange of such position, including a general description of the position and Developer's minimum requirements for qualified applicants therefor, and shall request the Job Exchange to refer qualified applicants for such position. The Developer shall refrain from such announcement or advertisement for a period of five (5) business days after notification to the Job Exchange of the availability of such position. Such five (5) day period is hereinafter referred to as the "Advance Notice Period."

B. Upon receipt from the Developer of a notice of an employment position, the Job Exchange shall refer to the Developer candidates for employment whom the Job Exchange believes are qualified for the position and who meet the Developer's minimum requirements for such position, and shall make arrangements for the person or persons referred to be interviewed by the Developer within the Advance Notice Period. In the event that the Job Exchange believes that it is unable to refer qualified candidates for such position within the Advance Notice Period, it shall so inform the Developer, thereby waiving the obligation of the Developer to refrain from further announcement or advertisement to fill such position during the balance of the Advance Notice Period.

C. Nothing contained herein shall prevent the Developer from filling job vacancies or newly created positions without



compliance with the foregoing procedures by transfer or promotion from its existing staff or from a file of qualified applicants maintained by the Developer; provided, however, that the Developer shall give consideration first to those applicants in such file of qualified applicants previously referred by the Job Exchange. Further, nothing contained herein shall be construed to require Developer or any service, maintenance, security or management agent or independent contractor engaged by the Developer to hire any candidate referred by the Job Exchange.

D. The Developer shall incorporate the provisions of this First Source Agreement in all contracts, agreements, and purchase orders for labor with any service, maintenance, security or management agent or independent contractor engaged by the Developer whose personnel will be permanently assigned to the Development and shall obligate such agent or independent contractor to comply with the procedures set forth in Paragraphs A through C hereof.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 1987.

DEVELOPER

By: \_\_\_\_\_

CITY OF BOSTON ACTING BY AND THROUGH THE  
MAYOR'S OFFICE OF JOBS AND COMMUNITY  
SERVICES

By: \_\_\_\_\_



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## Notes



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## Notes





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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



# Boston

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## Notes















